



United States Department of the Interior

NATIONAL PARK SERVICE
Wrangell-St. Elias National Park & Preserve
Mile 106.8 Richardson Highway
P.O. Box 439
Copper Center, Alaska 99573
Tel: (907) 822-5234



RECRUITMENT BULLETIN: **WRST-25-029**

ISSUE DATE: May 12, 2025

CLOSING DATE: May 26, 2025

JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM--PUBLIC LAW 96-487

Wrangell-St. Elias National Park and Preserve is accepting applications for one, temporary (not-to-exceed 1039 hours), full-time, Administrative Support Assistant, GS-0303-07 position. This announcement is also online at <https://www.nps.gov/wrst/getinvolved/employment.htm>. More than one position may be filled via this bulletin.

POSITION

Administrative Support Assistant, GS-0303-07

\$27.07 – \$35.19 per hour, plus a 3% Cost of Living Allowance (COLA), which is subject to annual review and adjustment.

DUTY LOCATION

Copper Center, AK

APPOINTMENT INFORMATION:

Temporary, full-time approximately end of June through October. The appointment may be extended for an additional period (not to exceed 1039 hours total employment). Schedule may involve weekend work or performance of duties before or after “normal” working hours. Government housing is not available. More than one position may be filled from this posting.

BENEFITS:

Temporary, seasonal, and intermittent employees on appointments expected to last at least 90 days and expected to work a schedule of 130 hours or more a calendar month, will be eligible to enroll in a Federal Employee Health Benefit (FEHB) health plan upon notification from their employing office. Eligible employees will be responsible for the employee share of the premium while on the official agency roles, which will be deducted from bi-weekly earnings.

DUTIES: You will work as a Administrative Support Assistant, GS-0303-07 at Wrangell-St. Elias National Park and Preserve. Duties include but are not limited to the following:

This position serves as the primary administrative support for the Superintendent and staff at Wrangell-St. Elias National Park and Preserve, providing guidance and assistance in key office functions such as human resources, budget and property management, office services, and general administration. Responsibilities include:

- Acting as park timekeeper and receptionist, handling communications and inquiries.
- Delivering accurate information and advisory support on administrative policies and procedures
- Processing travel, invoice, and procurement transactions in accordance with regulations.
- Overseeing mail distribution and providing mailing guidance
- Managing office files, tracking administrative tasks, and ensuring process compliance
- Managing supply orders and inventory control
- Maintaining government property records and ensuring proper documentation in automated systems.

Primarily provides front line customer service for the administrative division. Provides accurate and reliable information on the administrative functions of the park, headquarters, regional office, or center. Interacts with managers, supervisors, and staff members on matters related to administrative services by attending meetings and serving on appropriate work teams/groups. Gives briefings on administrative topics; schedules events/meetings as necessary. Advisory service is provided on the basis of personal knowledge or on the basis of personal research in the guidelines or contacts with the offices and individuals at other parks or at higher levels within the National Park Service.

For more information about the duties of this position, please contact **Jan Maslen**, Acting Administrative Officer, at 907-822-706 or by email at jan_maslen@nps.gov.

PHYSICAL DEMANDS: The work is mostly sedentary.

WORK CONDITIONS: The work is generally performed in an office setting.

WHO MAY APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Wrangell-St. Elias National Park and Preserve, by reason of having either lived or worked in or near the park. To be eligible, applicants must have lived or worked in or near the area long enough to encounter and become familiar with a full range of typical conditions that affect the work to be accomplished. Applicants' resumes should reflect periods of time having lived or worked in or near the area of consideration.

Areas considered "near" Wrangell-St. Elias National Park and Preserve are Chisana, Chistochina, Chitina, Copper Center, Dot Lake, Gakona, Gakona Junction, Glennallen, Gulkana, Healy Lake, Kenny Lake, Long Lake, Lower & Upper Tonsina, McCarthy, Mendeltna, Mentasta Lake, Nabesna, Nelchina, Northway/Northway Village, Northway Junction, Slana, Tanacross, Tazlina, Tetlin, Tok, Tonsina and Yakutat.

POSITION REQUIREMENTS: Requirements will be determined by evaluating experience in your resume and /or in the interview and selection process. All position requirements must be met by the closing date of this job posting. Knowledge or expertise concerning the park's or preserve's natural and/or cultural resources and the management thereof is required. Local knowledge of the resources and the typical conditions that affect the work to be accomplished will be applied in the performance of the duties. Applicant resumes should reflect periods of time having lived or worked in or near the area of consideration.

Following are four competencies identified for this position. Applicants are not required to address these competencies in a separate document but are encouraged to include in their resumes information related to these competencies.

- Must be able to type 40 words per minute. You must certify that you can type 40 wpm and submit with your application package (can certify in your resume or on a separate piece of paper.)
- Ability to plan and perform a variety of administrative tasks.
- Ability to communicate effectively, orally and in writing to provide excellent customer service for internal and external customers (Interpersonal skills).
- Knowledge of desktop computer systems and associated software programs that support business management processes.
- Broad understanding and detailed procedural knowledge of administrative functions such as payroll, travel, human resources, and property.

Volunteer Experience: Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You are encouraged to include any volunteer experience within your resume.

CONDITIONS OF EMPLOYMENT:

- U.S. Citizenship required.
- Appointment subject to background investigation with favorable adjudication before starting work.
- Selectee will be required to participate in the Direct Deposit Electronic Funds Transfer Program.
- Must be 18 years of age or older.
- Males must meet Selective Service Registration Act requirement. Verify registration at sss.gov.
- Government housing is not available.
- You will be required to wear a uniform and comply with the National Park Service uniform standards. A uniform allowance will be provided.
- You will be required to operate a government motor vehicle as part of your official duties; a valid driver's license is required. After selection, you may be required to submit a GSA Form 3607 and driving record at your own expense.
- You may be required to work on-call, evenings, weekends, holidays, overtime, and shift work.
- Required to type up to 40 words per minute (WPM).

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete submissions may result in non-referral of your application. ***Please note:*** An application consists of your resume and any other required forms or documents outlined below. There is no application form to complete.

Assistance may be obtained by calling (907) 822-5234.

All applications must be postmarked or received via email by the closing date of the announcement.

If mailed via USPS, your application must be addressed to: Wrangell-St. Elias National Park and Preserve, P. O. Box 439, Copper Center, AK 99573.

If your application is postmarked on the closing date, it must be received in a sealed envelope at Wrangell-St. Elias National Park and Preserve no later than seven calendar days after the closing date. ***Emailed applications must be received by 11:59 AKST on the closing date of the job posting.***

It is the applicant's responsibility to verify their application has been received via email by the deadline specified above.

You may email your application. All emailed applications are to be emailed only to: wrst_hr@nps.gov. Emailed applications must not be sent (CC) to this position's supervisor or any other individual staff member.

If you email your application, include the bulletin number in the subject line. If you apply for more than one position, send a separate email with application for each position.

Note: Information provided in the body of the email will not be considered part of your application. Include all information you want to share in your resume or include a cover letter.

Be sure to not include any photographs of yourself or any PII (Personally Identifiable Information), such as your Social Security Number, driver's license number, or passport number.

Hand-delivered applications cannot be accepted. DO NOT SEND your application via UPS or FedEx. We do not accept faxed applications or applications mailed in postage-paid government envelopes or through an internal government mail system.

REQUIRED FORMS to send via USPS or email:

- **Resume** that provides detailed information about your work experience. Also include: *the recruitment bulletin number of the position for which you are applying*; and for each period of employment: the dates worked (for example, June 2009 through August 2010), the position title, employer's name, phone number and address.
 - Emailed resumes and cover letters need to be sent as **attachments**.

- **DD-214** if claiming points of Veterans' Preference; if claiming 10 points of Veterans' Preference, also include the SF-15 and verification documents described on the back of the SF-15. The SF-15 may be obtained through the Internet at www.opm.gov/forms.

It is the applicant's responsibility to provide documentation/proof of claimed status for veterans' preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned; therefore, do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

If you make a false statement in any part of your application, you may not be hired or you may be fired after you begin work, or you may be subject to fines, imprisonment, or other disciplinary action.

Veterans' Preference (for qualifying veterans): To receive Veterans' Preference, your application package must include a legible copy of the DD-214, "Military Discharge," that shows the type of discharge from service (usually the Member 4 copy), or Report of Separation from Active Duty if separation was prior to July 1, 1979. If claiming 10-point Veterans' Preference, you also must provide a completed SF-15 (www.opm.gov/forms) and verification documents listed on the SF-15. If you are separated and as yet do not have a DD-214, you may use an official statement of service from your command indicating that you have completed active service and are being discharged under honorable conditions, or provide other official documentation (e.g. documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions. You will not receive Veterans' Preference if you do not provide this documentation.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.